

NATIONAL ENDOWMENT FOR THE HUMANITIES
**SAMPLE BUDGET FOR LANDMARKS OF AMERICAN HISTORY
 AND CULTURE: WORKSHOPS FOR COMMUNITY COLLEGE
 FACULTY**

A. Participant Stipends		
4 1-week workshops; 100 participants @\$500		\$50,000
B. OPERATING COSTS		
1. Salaries and Wages		
a. Project Director (20% of academic year salary \$75,000)		\$15,000
b. Faculty		
8 Faculty (2 per workshop): \$500/day for 5 days each		\$20,000
c. Secretarial Support and Graduate Assistants		
Secretary: 5 months x 30% of \$24,000 = \$3,000		
Graduate Asst: \$10/hr x 20 hrs/week x 4 weeks = \$800		\$3,800
2. Fringe Benefits		
20% of \$15,000		\$3,000
3. Supplies and Materials (Consumables)		
Miscellaneous office supplies = \$300		
Materials (100 sets x \$25) = \$2,500		
Publicity = \$1,000		\$3,800
4. Services		
Postage = \$500		
Telephone = \$1,000		
Duplicating = \$500		\$2,000
5. Consultant Fees and Honoraria		
8 visiting faculty x \$500/day for 2 days		\$8,000
6. Professional Travel and Subsistence		
Faculty (8 out of state)	Airfares: 8 @ \$800	= \$6,400
	Per diems: 8 x 2 days @ \$200	= \$3,200
Participants:	Airfare: 100 @ \$300	= \$30,000
Director, Project Directors'	Airfare	= \$400
Meeting	Per diem	= \$200
		\$40,200
7. Total Operating Costs		\$95,800

C.	INDIRECT COSTS:	
	Negotiated rate based on appropriate share of Total Operating Costs only (Item B.7): 30% of \$95,800	\$28,740
D.	TOTAL PROJECT COSTS (add A, B, & C)	\$174,540